



**GENERAL SERVICES ADMINISTRATION
FEDERAL ACQUISITION SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/PRICE LIST**

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Mission Oriented Business Integrated Services (MOBIS)

FSC GROUP 874, Class 8742
SIN 874 1, 874-1RC
SIN 874 2, 874-2RC
SIN 874 7, 874-7RC

CONTRACT NUMBER: GS-10F-0381R

For more information on ordering from Federal Supply Schedules click on the GSA Schedules link at www.gsa.gov

CONTRACT PERIOD: JULY 1, 2005 through JUNE 30, 2015

CONTRACTOR:

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1616 H Street, NW STE 1010
Washington, DC 20006-4903
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CONTRACTOR'S ADMINISTRATION SOURCE:

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**General Services Administration
DUNS Number: 126911564
Business Size: Small**

CUSTOMER INFORMATION:

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

Special Item No. 874-1 Consulting Services

Special Item No. 874-1RC Recovery Purchase

Special Item No. 874-2 Facilitation Services

Special Item No. 874-2RC Recovery Purchase

Special Item No. 874-7 Program and Project Management Services

Special Item No. 874-7RC Recovery Purchase

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concessions affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.

Labor Category	Mandatory Competencies
Executive Director	<p><u>Minimum/General Experience:</u> This category requires a Masters Degree or equivalent experience and a minimum of 10 years of experience in strategic planning and business process reengineering. This category requires a minimum of 10 years of Federal experience (direct or via contract) managing large-scale government programs. This category requires a thorough knowledge of the government budget and investment life-cycle.</p> <p><u>Duties/Functional Responsibilities:</u> Personnel in this category consult at the highest level of agency management and serve as trusted advisors providing the highest level of analytical guidance and advice to senior executives in government. They assist overall strategy development at the agency level.</p> <p><u>Minimum Education:</u> This category requires a Masters Degree or equivalent experience and a minimum of 10 years of experience in strategic planning and business process reengineering.</p>
Director	<p><u>Minimum/General Experience:</u> This category requires a Masters Degree or equivalent experience and a minimum of 8 years of experience in strategic planning and business process reengineering. This category requires a minimum of 5 years of Federal experience (direct or via contract) managing large-scale government programs. This category requires a thorough knowledge of the government budget and investment life-cycle.</p> <p><u>Duties/Functional Responsibilities:</u> Personnel in this category serve as trusted advisors to senior government managers, facilitate goal setting sessions and provide direction, guidance and analytical support to senior agency personnel. They assist in strategy sessions and coordinate activities with the Executive Director.</p> <p><u>Minimum Education:</u> This category requires a Masters Degree or equivalent experience and a minimum of 8 years of experience in strategic planning and business process reengineering.</p>

Labor Category	Mandatory Competencies
Senior Facilitator	<p><u>Minimum/General Experience:</u> Master's degree plus 6-8 years of relevant experience or Bachelor's degree plus 12 years of relevant experience. This category requires thorough knowledge of group facilitation, training, methodology development, conflict resolution, and evaluation. Knowledge of process reengineering across all phases, identifying best practices, business management techniques, organizational development, activity and data modeling, information system development methods and practices, organizational change management, strategic performance management, identification of core/critical processes and core values, strategic planning, vision development, communication plan development, and organizational decision making are also required. Excellent interpersonal, communication and client management skills.</p> <p><u>Duties/Functional Responsibilities:</u> High-level strategic facilitation services to organizations, including but not limited to: working with senior staff in organizations to identify event objectives and participants, supervising the development, revision, delivery, and evaluation of sessions (including developing session designs and agendas), utilizing problem solving techniques, analyzing data and developing final reports.</p> <p><u>Minimum Education:</u> Master's degree and 6-8 years of relevant experience or Bachelor's degree and minimum 12 years of relevant experience.</p>
Business Consultant II	<p><u>Minimum/General Experience:</u> This category requires a Masters Degree or equivalent experience and a minimum of 5 years of experience in business process reengineering or organizational process design, as well as team management experience. Excellent facilitation and facilitation design skills required.</p> <p><u>Duties/Functional Responsibilities:</u> Personnel in this category consult with agency management across programs to identify, diagnose, and problem solve organizational effectiveness problems and solutions. They coordinate activities with program and project managers and lead facilitation teams, design facilitations, develop schedules and cost proposals for facilitations, act as Facilitation Project Managers (executing the full methodology) and produce integrated presentations of multiple client inputs and best practices.</p> <p><u>Minimum Education:</u> This category requires a Masters Degree or equivalent experience and a minimum of 5 years of experience in business process reengineering or organizational process design.</p>

Labor Category	Mandatory Competencies
Facilitation Quality Manager	<p><u>Minimum/General Experience:</u> This category requires a Bachelors Degree and a minimum of 5 years of experience or a Masters Degree and 4 years experience in management of group settings or equivalent certification. Excellent facilitation skills required. Experience with management or coordination of other facilitators, advocates or trainers required, as well as quality oversight of staff outputs, methodologies, or other group activities. General experience includes client relationship management, process modeling, organizational design and development and project management. Consultants must possess professional training or equivalent experience in three of the following types of disciplines: process analysis, facilitation, Interest-Based Problem Solving, performance measures, project management, logistics management, personnel transition planning, or quality assurance.</p> <p><u>Duties/Functional Responsibilities:</u> Personnel in this category consult with program managers to identify, diagnose, and problem solve organizational effectiveness problems and solutions through the use of group dynamics. They coordinate and manage multi-stakeholder outputs and inputs to enhance organizational behavior and guide groups to successful outcomes through the management of information, communication, behavior, and logistics. They enhance stakeholder communication and collaboration to ensure organizational buy-in of strategic meeting outputs and outcomes. Additionally, they perform quality oversight of outputs, requirements analysis and facilitation design for facilitations or trainings. They also manage and oversee facilitation teams.</p> <p><u>Minimum Education:</u> This category requires a Bachelors Degree with a minimum of 5 years relevant experience or a Masters Degree with a minimum of 4 years relevant experience or related certification in the management of groups or group dynamics.</p>
Senior Project Management Consultant	<p><u>Minimum/General Experience:</u> The Senior Project Management Consultant has expertise in project management methodologies, process redesign and quality assurance. This individual will have a Bachelor's degree plus 8-10 years of related project-related experience or a Master's degree plus 6 years of related project-related experience. This individual will also have their PMP and/or commensurate experience and will have extensive experience in coaching and mentoring other project managers.</p> <p><u>Duties/Functional Responsibilities:</u> Provides executive analytical, advisory and implementation expertise in Project Management. This individual is brought in to plan major programs or oversee projects and has expertise in organizational assessments, project management and portfolio management methodologies, process redesign and organizational change management. They apply analytical expertise to assist in defining, analyzing, validating, and documenting complex process or organizational solutions.</p> <p><u>Minimum Education:</u> Bachelor's degree and 8-10 years of related project experience or Master's degree and 6 years of related project experience.</p>

Labor Category	Mandatory Competencies
Senior Technical Governance Analyst	<p><u>Minimum/General Experience:</u> The Senior Technical Governance Analyst in IT management methodologies, process redesign and quality assurance. This individual will have a Bachelor's degree plus 8-10 years of related project-related experience or a Master's degree plus 6 years of related project-related experience. This individual will also have their PMP and/or commensurate experience and will have extensive experience in the operations of governance boards, governance process design, and project oversight and evaluation.</p> <p><u>Duties/Functional Responsibilities:</u> Provides executive analytical, advisory and implementation expertise in Governance. This individual is brought in to assist governance boards in the oversight of portfolios of major programs and can provide organizational assessments, project management and portfolio management methodologies, process redesign and organizational change management. They apply analytical expertise to assist in defining, analyzing, validating, and documenting complex process or organizational solutions.</p> <p><u>Minimum Education:</u> Bachelor's degree with 8-10 or more years of related quality management or governance experience or Master's degree and 6 years of related portfolio or governance experience.</p>
Facilitator I	<p><u>Minimum/General Experience:</u> Master's degree and at least 3 years of relevant experience or Bachelor's degree and at least 6 years of relevant experience. Relevant experience includes, but is not limited to, experience in workshop and focus group facilitation, training, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, and information system development methods and practices. General experience includes excellent interpersonal, communication and client management skills.</p> <p><u>Duties/Functional Responsibilities:</u> Responsible for delivery of session. Provides facilitation services to organizations, including but not limited to working with staff to identify event objectives and participants, developing agendas, and providing meeting leadership and problem solving techniques. Also responsible for facilitating team building, idea generation, decision making, vision development, implementation planning, communication plan development, data analysis, process analysis, and process re-engineering.</p> <p><u>Minimum Education:</u> Master's degree and at least 3 years of relevant experience or Bachelor's degree and at least 6 years of relevant experience.</p>
Strategic Services Consultant	<p><u>Minimum/General Experience:</u> This category requires a Masters Degree or equivalent experience and a minimum of 5 years of experience in inter-agency support. Personnel in this category will have experience in organizational strategy, program development and interagency initiative development.</p> <p><u>Duties/Functional Responsibilities:</u> Personnel in this category consult with agency management across programs and organizations to support interagency program development and to improve communication, collaboration and organizational effectiveness. They coordinate activities with program and project managers across organizations.</p> <p><u>Minimum Education:</u> This category requires a Masters Degree or equivalent experience and a minimum of 5 years of experience in interagency program support and strategy development.</p>

Labor Category	Mandatory Competencies
Business Consultant	<p><u>Minimum/General Experience:</u> This category requires a Masters Degree or equivalent experience and a minimum of 5 years of experience in business process reengineering. Excellent facilitation skills required.</p> <p><u>Duties/Functional Responsibilities:</u> Personnel in this category consult with agency management across programs to identify, diagnose, and problem solve organizational effectiveness problems and solutions. They coordinate activities with program and project managers.</p> <p><u>Minimum Education:</u> This category requires a Masters Degree or equivalent experience and a minimum of 5 years of experience in business process reengineering.</p>
Senior Consultant I	<p><u>Minimum/General Experience:</u> This category requires a Masters Degree or equivalent experience and a minimum of 3 years of experience in business process reengineering. Excellent facilitation skills required.</p> <p><u>Duties/Functional Responsibilities:</u> Personnel in this category consult with agency managers within programs to identify, diagnose, and problem solve organizational effectiveness problems and solutions. They coordinate activities with program and project managers.</p> <p><u>Minimum Education:</u> This category requires a Masters Degree or equivalent experience and a minimum of 3 years of experience in business process reengineering.</p>
Project Management Consultant	<p><u>Minimum/General Experience:</u> Project Management Consultants have a master's degree and up to or exceeding 8 years of progressive experience (or equivalent combination of education and experience). Relevant experience includes, but is not limited to, experience in facilitation, training, data collection, data analysis, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices.</p> <p><u>Duties/Functional Responsibilities:</u> The Project Management Consultant supervises other consultant specialists— and applies an organization-wide set of disciplines for the planning, analysis, design, and construction of information systems on an enterprise-wide basis or across, a major sector of the enterprise. The Project Management Consultant supervises other consultant specialists in performing data collection from multiple sources to include the web, client databases, and other resources. He or she utilizes analytical tools and methodology to perform data analysis in support of the development of analytical products. He or she performs enterprise strategic systems planning, enterprise information planning and business area analysis— and performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools. He or she develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems and applies reverse engineering and re-engineering disciplines to develop migration and strategic planning documents.</p> <p><u>Minimum Education:</u> Master's degree in Business, Engineering, Management Sciences, Computer Science, Information Systems, Social Science, Education, Human Resources Development, Psychology or other related analytical, scientific, or technical disciplines.</p>

Labor Category	Mandatory Competencies
Facilitator – Subject Matter Expert	<p><u>Minimum/General Experience:</u> This category requires a Bachelors Degree or equivalent experience and a minimum of 3 years of experience in management of group settings and client relationship management. Excellent facilitation, interpersonal, communication and client management skills are required. Consultants must possess professional training or equivalent experience in two of the following types of disciplines: process analysis, facilitation, Interest-Based Problem Solving, performance measures, project management, logistics management, personnel transition planning, or quality assurance.</p> <p><u>Duties/Functional Responsibilities:</u> Personnel in this category consult with program managers to identify, diagnose, and problem solve organizational effectiveness problems and solutions through the use of group dynamics. They coordinate and manage multi-stakeholder outputs and inputs to enhance organizational behavior through the management of information, communication, behavior, and logistics. They also provide strategic consulting services to align meeting outputs to desired outcomes.</p> <p><u>Minimum Education:</u> This category requires a Bachelors Degree with 3 years relevant experience or related certification in the management of groups or group dynamics.</p>
Program Manager	<p><u>Minimum/General Experience:</u> Minimum of 8 years of Project Management of large-scale programs (Federal, State and Private Sector) including management of multiple contract types. Excellent oral and written communication skills required.</p> <p><u>Duties/Functional Responsibilities:</u> Personnel in this category oversee program and performance management offices on behalf of agency personnel. They oversee personnel and maintain cost, schedule and performance data. They meet regularly with government managers and advise them on deliverables and issues on a variety of projects. Personnel in this category regularly consult with and advise senior government managers and serve as trusted advisors providing the analytical guidance required for completion of government programs and initiatives. They facilitate overall strategy development at the agency level.</p> <p><u>Minimum Education:</u> Bachelor's degree in business or related field. Equivalent experience is also acceptable.</p>
Consultant I	<p><u>Minimum/General Experience:</u> This category requires a Bachelors Degree or equivalent experience and a minimum of 3 years of experience in business process reengineering. Excellent facilitation skills required.</p> <p><u>Duties/Functional Responsibilities:</u> Personnel in this category consult with agency program managers to identify, diagnose, and problem solve organizational effectiveness problems and solutions. They coordinate activities with their managers.</p> <p><u>Minimum Education:</u> This category requires a Bachelors Degree or equivalent experience and a minimum of 3 years of experience in business process reengineering.</p>

Labor Category	Mandatory Competencies
Project Manager II	<p><u>Minimum/General Experience:</u> Minimum of 5 years of Project Management of large-scale programs (Federal, State or Private Sector) including 2 years of supervisory experience. Excellent oral and written communication skills required.</p> <p><u>Duties/Functional Responsibilities:</u> Personnel in this category oversee specific projects on behalf of agency personnel. They oversee project personnel and maintain project cost, schedule and performance data. They meet regularly with program and government managers and advise them on deliverables and issues on their project. Personnel in this category regularly consult with and advise government program and project managers and serve as trusted advisors providing the analytical guidance required for completion of government projects. They facilitate overall strategy development at the project and program levels.</p> <p><u>Minimum Education:</u> Bachelor's degree in business (business process reengineering) or a related field. Equivalent experience is also acceptable.</p>
Project Manager	<p><u>Minimum/General Experience:</u> Minimum of 5 years of Project Management of large-scale programs (Federal, State or Private Sector) including 2 years of supervisory experience. Excellent oral and written communication skills required.</p> <p><u>Duties/Functional Responsibilities:</u> Personnel in this category oversee specific projects on behalf of agency personnel. They oversee project personnel and maintain project cost, schedule and performance data. They meet regularly with program and government managers and advise them on deliverables and issues on their project. Personnel in this category regularly consult with and advise government program and project managers and serve as trusted advisors providing the analytical guidance required for completion of government projects. They facilitate overall strategy development at the project and program levels.</p> <p><u>Minimum Education:</u> Bachelor's degree in business (business process reengineering) or a related field. Equivalent experience is also acceptable.</p>
Consultant	<p><u>Minimum/General Experience:</u> Minimum of 2 years of experience in any of the following: business process reengineering, strategic communication, change management, or case study development.</p> <p><u>Duties/Functional Responsibilities:</u> Personnel in this category consult with agency program managers to identify, diagnose, and problem solve organizational effectiveness problems and solutions. They coordinate activities with their managers. Ability to provide group facilitation, interviewing, training, and additional forms of knowledge transfer. Strong oral and written skills. Assists in the development of process or functional improvements via change management.</p> <p><u>Minimum Education:</u> Bachelor's degree in Accounting, Business, Management, Finance, Economics, Public Administration, or related field. In lieu of a bachelor's degree, a minimum of 4 years of experience in this field.</p>

Labor Category	Mandatory Competencies
Project Manager I	<p><u>Minimum/General Experience:</u> Minimum of 3 years of Project Management of large-scale programs (Federal, State or Private Sector). Excellent oral and written communication skills required.</p> <p><u>Duties/Functional Responsibilities:</u> Personnel in this category oversee specific projects on behalf of agency personnel. They oversee project personnel and maintain project cost, schedule and performance data. They meet regularly with program and government managers and advise them on deliverables and issues on their project. Personnel in this category regularly consult with and advise government program and project managers and serve as trusted advisors providing the analytical guidance required for completion of government projects. They facilitate overall strategy development at the project and program levels.</p> <p><u>Minimum Education:</u> Bachelor's degree in business (business process reengineering) or a related field. Equivalent experience is also acceptable.</p>
Associate Facilitator	<p><u>Minimum/General Experience:</u> Associate Facilitators have a bachelor's degree and at least 3 years of experience. Relevant experience includes, but is not limited to, experience in workshop facilitation, training, methodology development and evaluation, process re-engineering in any phase, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices. General experience includes excellent interpersonal, communication and client management skills</p> <p><u>Duties/Functional Responsibilities:</u> Plans and conducts facilitated meetings for small and large group briefings, technical and other conferences. Facilitates team building, problem solving, idea generation, decision making, vision development, implementation planning, communication plan development, data analysis, process analysis, and process re-engineering. Also provides logistical meeting/conference support, assists in administrative functions of meetings, and prepares drafts and final reports for dissemination.</p> <p><u>Minimum Education:</u> Bachelor's degree and at least 3 years of relevant experience.</p>
Associate Consultant	<p><u>Minimum/General Experience:</u> This category requires a Bachelors Degree or equivalent experience and a minimum of 1 year of experience in business process reengineering. Facilitation skills required. Good oral and written communication skills are required. Strong working knowledge of office software such as Microsoft Office required. The ability to accurately take and transcribe notes during meetings and track action items is required.</p> <p><u>Duties/Functional Responsibilities:</u> Personnel in this category consult with consultants and senior consultants in support of agency program managers. They coordinate activities with their managers.</p> <p><u>Minimum Education:</u> This category requires a Bachelors Degree or equivalent experience and a minimum of 1 years of experience in business process reengineering.</p>

Labor Category	Mandatory Competencies
Organizational Analyst	<p><u>Minimum/General Experience:</u> Minimum of 3 years of analytical and organizational skills working in a managerial or organizational effectiveness and program development. Excellent oral and written communication skills required. Experience in project management, communication planning and human resources consulting, or training is required.</p> <p><u>Duties/Functional Responsibilities:</u> Consultants must possess professional training or equivalent experience in one of the following types of disciplines: process analysis, program management, human resource management, communication planning, or quality assurance. Personnel in this category develop communication plans and execute organizational change processes on behalf of client organizations. They coordinate organizational or program information for government personnel, including status of projects, analysis of reports and reporting schedules. They meet regularly with program and government managers and advise them on deliverables and issues of program they monitor. Personnel in this category regularly advise government managers on issues relating to the operation of their organizations, management of programs and resources.</p> <p><u>Minimum Education:</u> Bachelor's degree is required.</p>
Project Planner	<p><u>Minimum/General Experience:</u> Minimum of 3 years of Project Planning of large-scale programs (Federal, State or Private Sector). Excellent oral and written communication skills required. Experience with Primavera or equivalent system required.</p> <p><u>Duties/Functional Responsibilities:</u> Personnel in this category oversee specific projects on behalf of agency personnel. They oversee project personnel and maintain project cost, schedule and performance data. They meet regularly with program and government managers and advise them on deliverables and issues on their project. Personnel in this category regularly consult with and advise government program and project managers and serve as trusted advisors providing the analytical guidance required for completion of government projects.</p> <p><u>Minimum Education:</u> Bachelor's degree in business (business process reengineering) or a related field. Equivalent experience is also acceptable.</p>
Junior Analyst	<p><u>Minimum/General Experience:</u> Minimum of 3 years of analytical and organizational skills working in a organizational, process or program effectiveness or improvement environment. Excellent oral and written communication skills required. Experience in customer relations, volunteer coordination, project management or training is required. Consultants must possess professional training or equivalent experience in one of the following types of disciplines: process analysis, facilitation, Interest-Based Problem Solving, performance measures, project management, personnel transition planning, or quality assurance.</p> <p><u>Duties/Functional Responsibilities:</u> They coordinate organizational or project information for government personnel, including agenda items, meeting management, analysis of reports and maintain reporting schedules. They meet regularly with program and government managers and advise them on deliverables and issues on their projects. Personnel in this category regularly advise government managers on issues relating to the operation of their organizations, projects or programs, and serve as trusted advisors providing analytical guidance.</p> <p><u>Minimum Education:</u> Bachelor's Degree is required.</p>

Labor Category	Mandatory Competencies
Mid-Level Technical Consultant	<p><u>Minimum/General Experience:</u> Minimum of 3 years of technical, analytical and business skills working in a managerial or organizational business process improvement environment focusing on specialized process improvement tasks. Excellent oral and written communication skills required. Experience customer relations and office software required.</p> <p><u>Duties/Functional Responsibilities:</u> Consultants must possess professional training or equivalent experience in one of the following types of disciplines: process analysis, facilitation, cost-benefit analysis, process design and specifications, performance measures, baseline management, feasibility analyses, transition planning, modeling, and simulation, business process reengineering, business process analysis, information architecture planning and design, quality assurance, business, or management. Personnel in this category oversee coordination of projects on behalf of agency personnel. They coordinate project information for government personnel, including agenda items, meeting management, analysis of reports and maintain reporting schedules. They meet regularly with program and government managers and advise them on deliverables and issues on their project. Personnel in this category regularly consult with and advise government program and project managers and serve as trusted advisors providing the analytical guidance required for completion of government projects.</p> <p><u>Minimum Education:</u> Bachelor's degree in business (business process reengineering) or a related field. Equivalent experience is also acceptable.</p>
Associate Organizational Analyst	<p><u>Minimum/General Experience:</u> Minimum of 2 years of analytical and organizational skills working in a managerial or organizational effectiveness or improvement environment. Excellent oral and written communication skills required. Experience in customer relations, volunteer coordination, training, recruiting or human resources consulting is required.</p> <p><u>Duties/Functional Responsibilities:</u> Consultants must possess professional training or equivalent experience in one of the following types of disciplines: process analysis, facilitation, Interest-Based Problem Solving, performance measures, personnel transition planning, or quality assurance. Personnel in this category develop and execute organizational change and design projects on behalf of client organizations. They coordinate organizational or project information for government personnel, including agenda items, meeting management, analysis of reports and maintain reporting schedules. They meet regularly with program and government managers and advise them on deliverables and issues on their project. Personnel in this category regularly advise government managers on issues relating to the operation of their organizations, and serve as trusted advisors providing the analytical guidance required for the improvement of communications and behaviors within governmental groups.</p> <p><u>Minimum Education:</u> Bachelor's degree is required.</p>
Meeting Manager	<p><u>Minimum/General Experience:</u> Bachelor's degree plus 4-6 years of relevant experience in event planning or coordination.</p> <p><u>Duties/Functional Responsibilities:</u> Collaborates with the client and/or facilitator to identify and implement the administrative aspects of meetings. Manages the coordination of overall meeting(s). This may include agenda creation, action item capture and tracking, presentation development, compilation and distribution of meeting materials, briefings and wrap ups, etc. Some on-site logistics (room, phone, video, etc.) may be required.</p> <p><u>Minimum Education:</u> Bachelor's degree or CMP certificate.</p>

Labor Category	Mandatory Competencies
Project Coordinator	<p><u>Minimum/General Experience:</u> Minimum of 2 years of Project or organizational coordination activity. Excellent oral and written communication skills required. Experience customer relations and office software required.</p> <p><u>Duties/Functional Responsibilities:</u> Personnel in this category oversee coordination of projects on behalf of agency personnel. They coordinate project information for government personnel, including agenda items, meeting management, analysis of reports and maintain reporting schedules. They meet regularly with program and government managers and advise them on deliverables and issues on their project. Personnel in this category regularly consult with and advise government program and project managers and serve as trusted advisors providing the analytical guidance required for completion of government projects.</p> <p><u>Minimum Education:</u> Bachelor's degree in business (business process reengineering) or a related field. Equivalent experience is also acceptable.</p>
Mid-Level Technical Consultant II	<p><u>Minimum/General Experience:</u> Mid-Level Consultants have a bachelor's degree and up to or exceeding 6 years of progressive experience (or equivalent combination of education and experience). Relevant experience includes, but is not limited to, experience in facilitation, training, data collection, data analysis, methodology development and evaluation, process reengineering across all phases, identifying best practices, change management, business management techniques, organizational development, activity and data modeling, or information system development methods and practices.</p> <p><u>Duties/Functional Responsibilities:</u> The Mid-Level Consultant performs data collection from multiple sources to include the web, client databases, and other resources. He or she utilizes analytical tools and methodology to perform data analysis in support of the development of analytical products. The Mid-Level Consultant supervises other consultant specialists and applies process improvement and reengineering methodologies and principles to conduct process modernization projects. He or she performs enterprise strategic systems planning, enterprise information planning and business area analysis and process and data modeling in support of the planning and analysis efforts using both manual and automated tools. He or she develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems and applies reverse engineering and re-engineering disciplines to develop migration strategic and planning documents.</p> <p><u>Minimum Education:</u> Bachelor's degree in Business, Engineering, Management Sciences, Computer Science, Information Systems, Social Science, Education, Human Resources Development, Psychology or other related analytical, scientific, or technical disciplines.</p>
Meeting Coordinator	<p><u>Minimum/General Experience:</u> 0-2 years of experience, entry-level.</p> <p><u>Duties/Functional Responsibilities:</u> Collaborates with the client and/or facilitator to identify and implement the administrative aspects of meetings. Assists in the coordination of overall meeting(s). This may include agenda creation, action item capture and tracking, presentation development, compilation and distribution of meeting materials, briefings and wrap ups, etc. Some on-site logistics (room, phone, video, etc.) may be required.</p> <p><u>Minimum Education:</u> Bachelor's degree.</p>

Labor Category	Mandatory Competencies
Program Analyst II	<p><u>Minimum/General Experience:</u> Good oral and written communication skills are required. Strong working knowledge of office software such as Microsoft Office required. The ability to accurately take and transcribe notes during meetings and track action items is required. Experience with web tools is helpful but not required.</p> <p><u>Duties/Functional Responsibilities:</u> This category provides program support to the program and project analysts in support of agency programs and projects. They update database programs and web files. They take accurate notes during large meetings for the program and project managers. They are able to utilize the notes to support action item tracking and to provide basic project management support. They alert managers for upcoming program and project due dates.</p> <p><u>Minimum Education:</u> Bachelor's degree in business (business process reengineering) or a related field.</p>
Program Analyst	<p><u>Minimum/General Experience:</u> Good oral and written communication skills are required. Strong working knowledge of office software such as Microsoft Office required. The ability to accurately take and transcribe notes during meetings and track action items is required. Experience with web tools is helpful but not required.</p> <p><u>Duties/Functional Responsibilities:</u> This category provides program support to the program and project analysts in support of agency programs and projects. They update database programs and web files. They take accurate notes during large meetings for the program and project managers. They alert managers for upcoming program and project due dates.</p> <p><u>Minimum Education:</u> Bachelor's degree in business (business process reengineering) or a related field.</p>
Administrative Assistant	<p><u>Minimum/General Experience:</u> Good oral and written communication skills are required. Strong working knowledge of office software such as Microsoft Office required. The ability to accurately take and transcribe notes during meetings is and track action items is required.</p> <p><u>Duties/Functional Responsibilities:</u> This category provides administrative support to agency personnel or to company members. They take minutes and provide action item tracking for managers. They take accurate notes during large meetings. They alert managers for upcoming due dates.</p> <p><u>Minimum Education:</u> This category requires a minimum of 1 year of experience in an administrative support position.</p>

*The Service Contract Act (SCA) is applicable to this contract but this contract does not include any SCA applicable labor categories. This was determined after a careful analysis of our existing and potentially new labor categories. Therefore, an SCA matrix is not included.

2. Maximum order. **\$1,000,000.00**
3. Minimum order. **\$100**
4. Geographic coverage (delivery area). **Domestic**
5. Point(s) of production (city, county, and State or foreign country).
M Squared Strategies, Inc.
1616 H Street, NW, Suite 1010
Washington, DC 20006
6. Discount from list prices or statement of net price. **Prices shown herein are Net discounted.**
7. Quantity discount(s): **None**

8. Prompt payment terms. **0% NET 30 days**
- 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold. **Yes**
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold. **Yes**
10. Foreign items (list items by country of origin). **None**
- 11a. Time of delivery. (Contractor insert number of days.) **Per agreed to delivery on each Task Order.**
- 11b. Expedited delivery. **N/A**
- 11c. Overnight and 2-day delivery. **N/A**
- 11d. Urgent requirements. **N/A**
12. Fob point(s). **Destination**
- 13a. Ordering address(es).
M Squared Strategies, Inc.
1616 H Street, NW STE 1010
Washington, DC 20006-4903
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (<http://fss.gsa.gov/schedules>).
14. Payment address.
M Squared Strategies, Inc.
1616 H Street, NW STE 1010
Washington, DC 20006-4903
15. Warranty provision. **N/A**
16. Export packing charges. **N/A**
17. Terms and conditions of government purchase card acceptance: (any thresholds above or below the micro-purchase level) **N/A**
18. Terms and conditions of rental, maintenance, and repair (if applicable): **N/A**
19. Terms and conditions of installation (if applicable): **N/A**
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if available): **N/A**
- 20a. Terms and conditions for any other services (if applicable): **N/A**
21. List of service and distribution points (if applicable): **N/A**
22. List of participating dealers (if applicable): **N/A**
23. Preventive maintenance (if applicable): **N/A**
- 24a. Special attributes such as environmental attributes (e.g. Recycled content, energy efficiency, and/or reduced pollutants): **N/A**
- 24b. Section 508 compliance information is available on electronic and information technology (EIT) supplies and services and show where full details can be found. The EIT standards can be found at www.section508.gov:
N/A
25. DUNS NUMBER: **126911564**
26. NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE: **Currently Active**
27. Uncompensated Overtime (indicate if used). **N/A**

Professional Services Pricelist

SIN(s) (incl. RC)	Labor Category	GSA Catalog Hourly Rate
874-1/2/7	Executive Director	\$249.05
874-1/2/7	Director	\$191.02
874-2	Senior Facilitator	\$188.20
874-1/2/7	Business Consultant II	\$179.51
874-1/2/7	Facilitation Quality Manager	\$168.05
874-1/2/7	Senior Project Management Consultant	\$151.19
874-1/2/7	Senior Technical Governance Analyst	\$148.79
874-2	Facilitator I	\$144.45
874-1/2/7	Strategic Services Consultant	\$141.99
874-1/2/7	Business Consultant	\$140.55
874-1/2/7	Senior Consultant I	\$137.06
874-1/2/7	Project Management Consultant	\$126.43
874-2	Facilitator – Subject Matter Expert	\$126.20
874-1/2/7	Program Manager	\$121.50
874-1/2/7	Consultant I	\$115.16
874-1/2/7	Project Manager II	\$112.36
874-1/2/7	Project Manager	\$102.46
874-1/2/7	Consultant	\$101.73
874-1/2/7	Project Manager I	\$100.14
874-2	Associate Facilitator	\$96.82
874-1/2/7	Associate Consultant	\$91.93
874-1/2/7	Organizational Analyst	\$90.44
874-1/2/7	Project Planner	\$89.88
874-1/2/7	Junior Analyst	\$87.53
874-1/2/7	Mid-Level Technical Consultant	\$85.86
874-1/2/7	Associate Organizational Analyst	\$82.66
874-1/2/7	Meeting Manager	\$81.63
874-1/2/7	Project Coordinator	\$78.28
874-1/2/7	Mid-Level Technical Consultant II	\$72.94
874-1/2/7	Meeting Coordinator	\$68.85
874-1/2/7	Program Analyst II	\$65.76
874-1/2/7	Program Analyst	\$51.07
874-1/2/7	Administrative Assistant	\$48.60